

CITY OF BRYAN
JOB DESCRIPTION –10003

Working title: MEDIA INTERN

Career Ladder: TEMPORARY

Level: NEGOTIABLE

Department: PUBLIC INFORMATION OFFICE

SUMMARY

Performs responsible work in support of various activities in the Media Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Helps maintain and produce content scripts for channel 20.

Writes scripts for video productions to be produced by the city.

Organizes and maintains Video tape Library.

Acts as on air talent for City of Bryan productions.

Assist Media Specialist in coordinating video shoots.

Performs related duties as required.

Responds regularly and promptly to work.

EDUCATION/EXPERIENCE

Minimum Required:

High school diploma or GED.

Student in journalism or media program at a University or College.

SKILLS/ABILITIES

Proficient at using Adobe Photoshop.

Ability to write conversational script.

Ability to perform work based upon broad instructions and general supervision.

Ability to work with various departments within the city to coordinate video shoots.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Large-scale copy machines, computer, copier, and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.